

April 2020

# ● **SAFE OPERATIONS PROTOCOLS**

COVID-19 | Version 2.6



● **APTIV** ●

# Disclaimer

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# Global Supply Chain



Every day our plants receive more than 220 million pieces of material and they produce and ship more than 90 million very complex components. While the daily issues we each face may vary, we also face many common challenges. Through collaboration, we accelerate our progress towards recovery. Together, we will come out stronger than ever on the other side.

- Technical Centers (15)
- Manufacturing Sites (125)
- Supplier Locations (3,600)





# Aptiv COVID-19 SAFE Operations Protocols

POLICY /  
MANAGEMENT



PRE-SCREENING /  
MONITORING



SOCIAL  
DISTANCING / PPE



CLEANING /  
DISINFECTION



COMMUNICATION /  
EDUCATION / TRAINING




CASE  
RESPONSE



**OUR UNWAVERING COMMITMENT TO  
THE HEALTH AND SAFETY OF OUR  
EMPLOYEES AND THEIR FAMILIES**



# Summary of Aptiv SAFE Operations Protocols

<b>1</b>	<b>POLICY / MANAGEMENT</b>		<ul style="list-style-type: none"><li>• Crisis Management Team at executive level and Emergency Response Teams at sites</li><li>• Regular reporting (site preparedness, confirmed / suspected cases) and identification of high-risk operations</li><li>• Regular touchpoints with business units, regions, functions, customers, and suppliers</li><li>• Ensuring all protocols in place before restart with verification through remote evidence-based checks</li></ul>
<b>2</b>	<b>PRE-SCREENING / MONITORING</b>		<ul style="list-style-type: none"><li>• Health / risk screenings for employees and visitors, including daily digital survey for all employees</li><li>• Restricting access for employees with symptoms, exposure to COVID-19 cases, or travel in the last 21 days</li><li>• Non-contact thermometer checks upon arrival and limited door entry points</li></ul>
<b>3</b>	<b>SOCIAL DISTANCING / PPE</b>		<ul style="list-style-type: none"><li>• Maintaining 6 feet of separation for employees and reinforcing through signs, posters, and markings on floor</li><li>• Staggering shift start times / breaks, utilizing physical barriers</li><li>• Leveraging work-from-home and limiting in-person meetings</li><li>• Ensuring required inventory of employee PPE</li></ul>
<b>4</b>	<b>CLEANING / DISINFECTION</b>		<ul style="list-style-type: none"><li>• Daily cleaning of high-touch areas every 3 hours and workstations before and after shift</li><li>• Professional cleaners perform full site disinfection</li><li>• Increased hand washing / sanitizer stations</li></ul>
<b>5</b>	<b>COMMUNICATION / EDUCATION / TRAINING</b>		<ul style="list-style-type: none"><li>• Site-level training and Q&amp;A on all protocols, including hand washing / hygiene, how to correctly wear / dispose of PPE</li><li>• Posters communicating general information, physical distancing, safety measures to take at home, etc.</li><li>• Regular updates to employees using multiple communication channels</li></ul>
<b>6</b>	<b>CASE RESPONSE</b>		<ul style="list-style-type: none"><li>• Guidelines for reporting symptoms, exposure to COVID-19, and suspected cases</li><li>• Response requirements if a worker reports symptoms at work or tests positive</li><li>• Contact tracing / home isolation / quarantine, with follow-up on employee condition</li><li>• Clearance to return to work when appropriate</li></ul>

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## 3 SOCIAL DISTANCING / PPE



## 4 CLEANING / DISINFECTION



## 5 COMMUNICATION / EDUCATION / TRAINING



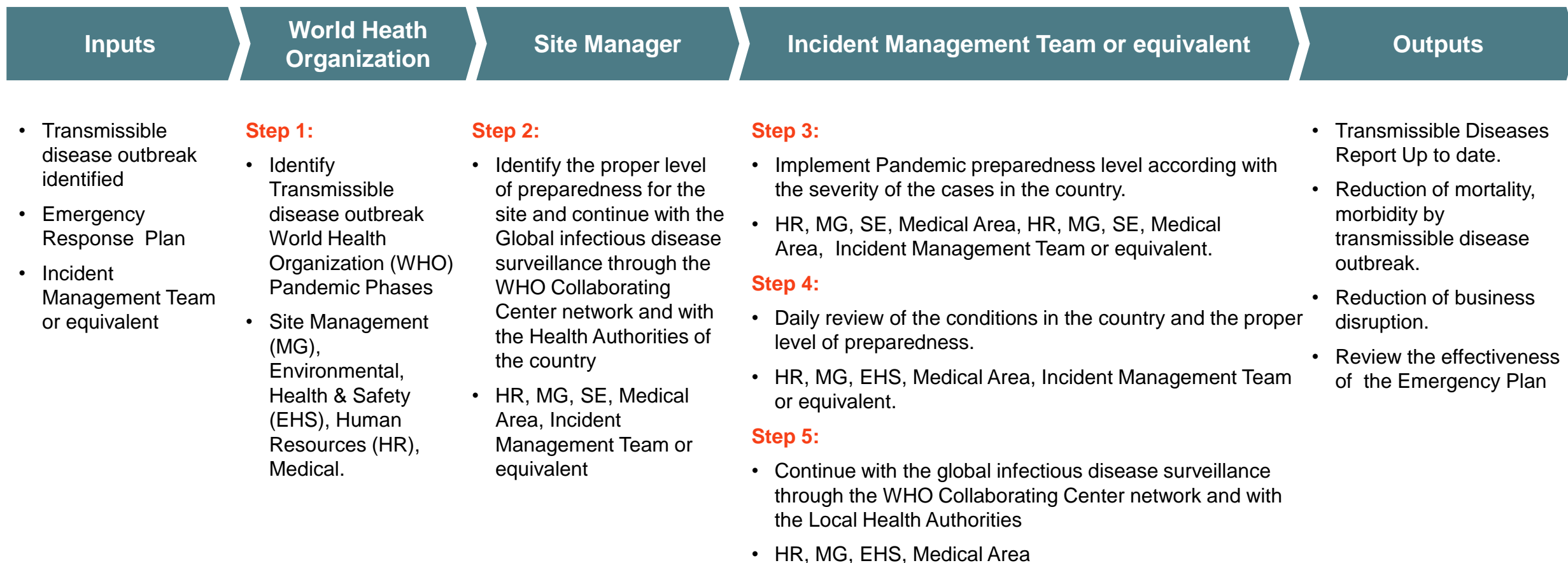
## 6 CASE RESPONSE



# Crisis Mgmt / Emergency Response Organization

	COVID-19 Executive Steering Committee	SAFE Operations Steering Team	Site-level Emergency Response Management
Members	<ul style="list-style-type: none"><li>• CEO &amp; Direct Reports</li><li>• Operations</li><li>• Finance</li><li>• HR</li><li>• Sales</li><li>• Strategy</li><li>• EHS</li></ul>	<ul style="list-style-type: none"><li>• VP Global Operations</li><li>• Business Operations Leaders</li><li>• Supply Chain Management</li><li>• Logistics</li><li>• Legal &amp; Government Affairs</li><li>• EHS</li><li>• HR</li></ul>	<ul style="list-style-type: none"><li>• Site Manager Chairs</li><li>• Site Leadership Team</li><li>• EHS Leader</li></ul>
Function / Responsibilities	<ul style="list-style-type: none"><li>• Ensure coordination, communication, and execution across all topics related to COVID-19 response, including EHS</li><li>• Focus on key updates, KPIs, risks, and mitigation</li><li>• Escalation forum as required</li></ul>	<ul style="list-style-type: none"><li>• Sets standards &amp; protocols for cross company deployment</li><li>• Monitors &amp; validates readiness levels across all sites</li><li>• Ensure internal minimum standards meet external requirements (customer, legal)</li><li>• Escalation forum as required</li></ul>	<ul style="list-style-type: none"><li>• Execute site emergency action plan</li><li>• Meet daily</li><li>• Monitor changes and adjust action plan</li><li>• Ensure proper level of PPE availability</li><li>• Escalate gaps and risks</li></ul>

# Site Infectious Disease Procedure Overview





# Our Four Levels Of Site Pandemic Preparedness

	LEVEL 1 PREPARATORY	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Definition	<ul style="list-style-type: none"> <li>Disease incidence and / or severity is of minimal or no concern for local and country public health agencies</li> <li>Medical situation: <ul style="list-style-type: none"> <li>No case identification in-country</li> <li>No screening recommended</li> <li>No documented human-to-human transmission</li> </ul> </li> <li>Encourage vaccination (if applicable), healthy lifestyle habits, good personal hygiene and proper food handling</li> </ul>	<ul style="list-style-type: none"> <li>Disease incidence and/or severity is of growing concern for local and country public health agencies.</li> <li>Medical situation: <ul style="list-style-type: none"> <li>Limited case identification in-country</li> <li>None or very limited person-to-person spread (cluster)</li> <li>Minimal country infrastructure affected</li> <li>Minimal healthcare systems impacted</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Disease incidence and / or severity is of serious concern for local and country public health and government agencies</li> <li>Public health alerts are in effect and public health actions are recommended and possibly mandated</li> <li>Medical situation: <ul style="list-style-type: none"> <li>Confirmed evidence of widespread person-to-person spread in the country, city or immediate surrounding areas</li> <li>Possible / probable country's infrastructure is compromised</li> </ul> </li> <li>WHO, CDC, and/or reliable sources issue significant alerts especially involving travel restrictions/border closing advisory</li> <li>Disease severity is increasing; death rates increasing</li> </ul>	<ul style="list-style-type: none"> <li>Highest level of disease. Incidence severity critically impacting operations</li> <li>Mandated public health and government measures in effect</li> <li>Medical situation: <ul style="list-style-type: none"> <li>Pandemic: high incidence of person-to-person spread</li> <li>Infrastructure is compromised</li> <li>Healthcare systems are overwhelmed</li> </ul> </li> <li>Quarantine is being mandated (e.g. borders closed, schools closed, critical-only business operations)</li> </ul>
Trigger to move up one level	<ul style="list-style-type: none"> <li>Case in country</li> </ul>	<ul style="list-style-type: none"> <li>Widespread person-to-person spread in country</li> <li>Increased # of cases in region</li> <li>Impact on the business, infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>High incidence of person-to-person</li> <li>Mandated quarantine</li> </ul>	

# SAFE Start Protocols Each Facility Must Satisfy

Full SAFE start checklist on pages 11-13

- Detailed tracking of each manufacturing facility and tech center to ensure compliance
- Regional Ops leaders accountable to review with Plant Manager if sites are satisfying required protocols before they approve restart
- Remote evidence checks through EHS and OPEX – if sites are not meeting expected levels, Executive Steering Team will take immediate action to address and improve as appropriate

Version 1.0 **Plant SAFE Start Protocol**

Site Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Completed By: \_\_\_\_\_

Objective:  
 1. Ability to secure a healthy workforce  
 2. Ability to restart operations  
 3. Ability to restart supply chain

Responsible Owners

#	Major Elements	Major element	Open items	Owner	Date expected to close
1	New Legal Requirements / Stakeholder Mgt	New Legal Requirements / Stakeholder Mgt	Is support available from government to help protect employees and are we utilizing that support Aptiv internal preparedness level 3 is defined for the site and is confirmed to be in place Obtain local/national authorizations to restart where required	Plant Manager Plant Manager Plant Manager	

#	Major Elements	Major element	Open items
2	Secure Health of Employees	Secure Health of Employees	Return to work controls defined for all employees Personal hygiene protocols are in place and reinforced Health declaration forms provided in advance Site has access to target of 25 days coverage Quarantine protocol defined if suspected infection Check site has identified and is in compliance

#	Major Elements	Major element	Open items
3	Facility Readiness	Facility Readiness	Rules around breaks established, executed and reinforced Emergency response team is complete and confirmed Full site disinfection executed prior to employee return Cleaning routines (daily/shift) established, executed and reinforced Waste water treatment system checks are complete

#	Major element	Tar	Act	% Tar	% Act
1	New Legal Requirements / Stakeholder Mgt	5	0	100%	0%
2	Secure Health of Employees	9	0	100%	0%
3	Facility Readiness	10	0	100%	0%
4	Customer Ramp Up Planning	5	0	100%	0%
5	Manufacturing Readiness	10	0	100%	0%
6	People Availability	7	0	100%	0%
7	Supplier Readiness	8	0	100%	0%
8	Logistics Planning (Warehousing)	4	0	100%	0%
9	Inventory Planning	4	0	100%	0%
10	Management Planning Requirements	6	0	100%	0%



# Plant SAFE Start Protocols (1/3)



Version 1.0		Plant SAFE Start Protocol									
Site Name: _____ Date: _____ Completed By: _____			<b>Objective:</b> 1. Ability to secure a healthy workforce 2. Ability to restart operations 3. Ability to restart supply chain				Responsible Owners				
#	Major Elements	Scope	Key Criteria to check	In Place	Corporate Lead	Site Element Owner	Plant	Regional	Global		
4	Customer Ramp Up Planning	<i>We understand our customers start up plan and requirements, and have a clear demand outlook to plan against</i>	4.1 PC&L person identified to monitor & communicate EDI during closure and ramp up period	<input type="checkbox"/>		PC&L Manager	X				
			4.2 Establish Finished Goods plan during ramp up plan to secure customer supply	<input type="checkbox"/>		PC&L Manager	X				
			4.3 Customer ship to locations shutdown plan documented & maintained	<input type="checkbox"/>		PC&L Manager	X				
			4.4 Single point of contact is established with key customers obtain real time customer start up info	<input type="checkbox"/>		PC&L Manager	X	X			
			4.5 Process established to check normal payments terms are applied to shipments before release	<input type="checkbox"/>		PC&L Manager	X				
5	Manufacturing Readiness	<i>Our equipment, processes &amp; support services have been checked for readiness to restart with first time right quality</i>	5.1 Specific people have been defined and are available to complete pre-start up activities and checks	<input type="checkbox"/>		Plant Manager	X				
			5.2 Equipment deep cleaning activities are complete (in particular with user interface)	<input type="checkbox"/>		Facility Manager	X				
			5.3 Equipment readiness activities/checks are completed	<input type="checkbox"/>		Plant Manager	X				
			5.4 Any specific quality safe launch plan activities in addition to standard are defined and implemented	<input type="checkbox"/>		Quality Manager	X				
			5.5 Frequency of in process quality checks and layered audits is increased appropriately during start up period	<input type="checkbox"/>		Quality Manager	X				
			5.6 Lab equipment is stored safely during shutdown, sanitization and re-calibration plans are in place	<input type="checkbox"/>		Quality Manager	X				
			5.7 Confirm facilities (mechanical, electrical) start up checks are complete	<input type="checkbox"/>		Facility Manager	X				
			5.8 Service providers have confirmed ability to support required activities	<input type="checkbox"/>		Plant Manager	X				
			5.9 Utility & Waste disposal services are available as normal with no constraints	<input type="checkbox"/>		Facility Manager	X				
			5.10 Standard site shutdown/restart checklist is in place and followed in addition to new requirements	<input type="checkbox"/>		Plant Manager	X				
			6	People Availability		<i>Our employees have real time information on start-up plans and we have the right skills required at the right time to support our customers</i>	6.1 Establish daily remote comms channel to all employees (comms update & restart information eg. Whatsapp)	<input type="checkbox"/>		HR Manager	X
6.2 Plan defined on how to prioritize who to bring back first (salaried, hourly)	<input type="checkbox"/>	HR Manager			X						
6.3 Staffing plan during shutdown period defined to maintain and prepare start up	<input type="checkbox"/>	HR Manager			X						
6.4 Temp/Contingent workforce re-hiring & training plan in place to support planned volumes	<input type="checkbox"/>	HR Manager			X						
6.5 Transportation services provided for employees have defined health controls in place & checked	<input type="checkbox"/>	HR Manager			X		X				
6.6 Critical skills (specific roles) availability define and plan in place to support ramp up	<input type="checkbox"/>	HR Manager			X						
6.7 Pre-return to work health checks requirements are clearly defined and communicated (declaration of exposure)	<input type="checkbox"/>	HR Manager			X		X				



# Plant SAFE Start Protocols (2/3)



Version 1.0		Plant SAFE Start Protocol									
Site Name: _____ Date: _____ Completed By: _____			<b>Objective:</b> 1. Ability to secure a healthy workforce 2. Ability to restart operations 3. Ability to restart supply chain				Responsible Owners				
4	Customer Ramp Up Planning	We understand our customers start up plan and requirements, and have a clear demand outlook to plan against	4.1	PC&L person identified to monitor & communicate EDI during closure and ramp up period	<input type="checkbox"/>		PC&L Manager	X			
			4.2	Establish Finished Goods plan during ramp up plan to secure customer supply	<input type="checkbox"/>		PC&L Manager	X			
			4.3	Customer ship to locations shutdown plan documented & maintained	<input type="checkbox"/>		PC&L Manager	X			
			4.4	Single point of contact is established with key customers obtain real time customer start up info	<input type="checkbox"/>		PC&L Manager	X	X		
			4.5	Process established to check normal payments terms are applied to shipments before release	<input type="checkbox"/>		PC&L Manager	X			
5	Manufacturing Readiness	Our equipment, processes & support services have been checked for readiness to restart with first time right quality	5.1	Specific people have been defined and are available to complete pre-start up activities and checks	<input type="checkbox"/>		Plant Manager	X			
			5.2	Equipment deep cleaning activities are complete (in particular with user interface)	<input type="checkbox"/>		Facility Manager	X			
			5.3	Equipment readiness activities/checks are completed	<input type="checkbox"/>		Plant Manager	X			
			5.4	Any specific quality safe launch plan activities in addition to standard are defined and implemented	<input type="checkbox"/>		Quality Manager	X			
			5.5	Frequency of in process quality checks and layered audits is increased appropriately during start up period	<input type="checkbox"/>		Quality Manager	X			
			5.6	Lab equipment is stored safely during shutdown, sanitization and re-calibration plans are in place	<input type="checkbox"/>		Quality Manager	X			
			5.7	Confirm facilities (mechanical, electrical) start up checks are complete	<input type="checkbox"/>		Facility Manager	X			
			5.8	Service providers have confirmed ability to support required activities	<input type="checkbox"/>		Plant Manager	X			
			5.9	Utility & Waste disposal services are available as normal with no constraints	<input type="checkbox"/>		Facility Manager	X			
			5.10	Standard site shutdown/restart checklist is in place and followed in addition to new requirements	<input type="checkbox"/>		Plant Manager	X			
6	People Availability	Our employees have real time information on start-up plans and we have the right skills required at the right time to support our customers	6.1	Establish daily remote comms channel to all employees (comms update & restart information eg. Whatsapp)	<input type="checkbox"/>		HR Manager	X	X		
			6.2	Plan defined on how to prioritize who to bring back first (salaried, hourly)	<input type="checkbox"/>		HR Manager	X			
			6.3	Staffing plan during shutdown period defined to maintain and prepare start up	<input type="checkbox"/>		HR Manager	X			
			6.4	Temp/Contingent workforce re-hiring & training plan in place to support planned volumes	<input type="checkbox"/>		HR Manager	X			
			6.5	Transportation services provided for employees have defined health controls in place & checked	<input type="checkbox"/>		HR Manager	X	X		
			6.6	Critical skills (specific roles) availability define and plan in place to support ramp up	<input type="checkbox"/>		HR Manager	X			
			6.7	Pre-return to work health checks requirements are clearly defined and communicated (declaration of exposure)	<input type="checkbox"/>		HR Manager	X	X		
7	Supplier Readiness	We understand our suppliers readiness & risks along with any capacity gaps based on supplier lead times & our inventory position	7.1	Supplier facility & workforce planning assessment complete per Aptiv guidance - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X	
			7.2	Supplier restart plans have been verified to support our start up plans - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X	
			7.3	Supplier capacity check is complete against next 3-6 months current demand - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X	
			7.4	Constrain supply list by component is available and actioned by SCM at appropriate frequency	<input type="checkbox"/>		PC&L Manager	X	X	X	
			7.5	On hand/current coverage of components - clear to build available to support first full week of production	<input type="checkbox"/>		PC&L Manager	X			
			7.6	In transit material status is understood	<input type="checkbox"/>		PC&L Manager	X			
			7.7	Lead time and ramp up plan with long lead suppliers is reflected in current EDI signals	<input type="checkbox"/>		PC&L Manager	X			
			7.8	Financial consideration around payment terms checked (any differences to standard terms) - site to check with SCM	<input type="checkbox"/>		Commodity Mgt		X	X	

# Plant SAFE Start Protocols (3/3)



Version 1.0		Plant SAFE Start Protocol									
Site Name: _____ Date: _____ Completed By: _____			<b>Objective:</b> 1. Ability to secure a healthy workforce 2. Ability to restart operations 3. Ability to restart supply chain				Responsible Owners				
#	Major Elements	Scope	Key Criteria to check	In Place	Corporate Lead	Site Element Owner	Plant	Regional	Global		
7	Supplier Readiness	<i>We understand our suppliers readiness &amp; risks along with any capacity gaps based on supplier lead times &amp; our inventory position</i>	7.1 Supplier facility & workforce planning assessment complete per Aptiv guidance - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X		
			7.2 Supplier restart plans have been verified to support our start up plans - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X		
			7.3 Supplier capacity check is complete against next 3-6 months current demand - site to check with SCM support	<input type="checkbox"/>		Commodity Mgt		X	X		
			7.4 Constrain supply list by component is available and actioned by SCM at appropriate frequency	<input type="checkbox"/>		PC&L Manager	X	X	X		
			7.5 On hand/current coverage of components - clear to build available to support first full week of production	<input type="checkbox"/>		PC&L Manager	X				
			7.6 In transit material status is understood	<input type="checkbox"/>		PC&L Manager	X				
			7.7 Lead time and ramp up plan with long lead suppliers is reflected in current EDI signals	<input type="checkbox"/>		PC&L Manager	X				
			7.8 Financial consideration around payment terms checked (any differences to standard terms) - site to check with SCM	<input type="checkbox"/>		Commodity Mgt		X	X		
8	Logistics planning (Warehousing)	<i>Potential logistics &amp; warehousing constraints are identified with mitigation plans in place</i>	8.1 Transport restrictions linked to in country or cross border goods movement are understood	<input type="checkbox"/>		Global Logistics		X	X		
			8.2 Alternate providers / routes have been defined with support of corporate logistics teams	<input type="checkbox"/>		Global Logistics		X	X		
			8.3 Truck driver physical controls in place and checked to manage segregation during drop off and pick up	<input type="checkbox"/>		PC&L Manager	X				
			8.4 Required warehousing operations to support factory ramp up are in place (Internal or 3PL)	<input type="checkbox"/>		PC&L Manager	X				
9	Inventory planning	<i>Value chain inventory positions are understood and material is only committed when needed by customer</i>	9.1 Component inventory status/coverage is understood and targets defined	<input type="checkbox"/>		PC&L Manager	X				
			9.2 Projection on Finished goods in place assuming aligned demand view with PC&L and Sales	<input type="checkbox"/>		PC&L Manager	X				
			9.3 Inventory storage is secure during shutdown and material shelf life is actively managed and check pre-start up	<input type="checkbox"/>		PC&L Manager	X				
			9.4 Spare parts inventory for key equipment is checked and confirmed pre-start up	<input type="checkbox"/>		PC&L Manager	X				
10	Management Planning Requirements	<i>Management teams have routines in place to check progress, implement contingency plans and lessons learnt</i>	##### Formal review mechanism is established for management team to assess pre-planning and readiness for start up	<input type="checkbox"/>		Plant Manager	X				
			##### High risk areas of concern identified with mitigation actions included in start up plan	<input type="checkbox"/>		Plant Manager	X				
			##### Contingency plan established, reviewed and confirmed to be up to date	<input type="checkbox"/>		Plant Manager	X				
			##### Duration required for execution of pre-start up activities in defined (in days) to ensure sufficient planning & comms	<input type="checkbox"/>		Plant Manager					
			##### Significant changes to processes, equipment, tooling are validated and communicated (internal, customer)	<input type="checkbox"/>		Plant Manager	X				
			##### Lessons learnt for future shutdown and restart activities identified, reviewed and incorporated into procedures	<input type="checkbox"/>		Plant Manager	X	X	X		

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MONITORING



**3** SOCIAL DISTANCING /  
PPE



**4** CLEANING /  
DISINFECTION



**5** COMMUNICATION /  
EDUCATION / TRAINING



**6** CASE  
RESPONSE







# Pre-Screening Protocols

	LEVEL 1 PREPARATORY	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Employee Health Checks	<ul style="list-style-type: none"><li>Check no-touch thermometers availability</li><li>Identify supplier of no-touch thermometers</li></ul>	<ul style="list-style-type: none"><li><b>Daily digital survey</b> for all employees inquiring about health status of themselves and relatives, symptoms, and travel history</li><li>Purchase non-contact thermometers and be ready to deploy all employee temperature check (training and planning)</li></ul>	<ul style="list-style-type: none"><li>Temperature check at least once per day</li><li>Employees, contractors, suppliers</li><li>Refuse entry to people presenting symptoms. No internal or external visitors allowed</li></ul>	Site Closed
Visitors/Suppliers & 3 <sup>rd</sup> Party Contractors	<ul style="list-style-type: none"><li>Prepare for the application of health declaration to visitors/suppliers / 3<sup>rd</sup> party contractors. Use <b>Health Declaration Form</b> or equivalent</li><li>Refuse entry when symptoms are detected</li></ul>	<ul style="list-style-type: none"><li><b>No visitors allowed.</b> Apply health declaration to 3rd party contractors and suppliers</li><li>Refuse entry if /supplier/contractor presents symptoms and/or has been exposed to a risk situation.</li></ul>		
Truck drivers		<ul style="list-style-type: none"><li>Screen truck drivers for symptoms and risk exposure. Seek to <b>limit or deny entrance</b> if coming from countries in level 3 or higher)</li></ul>	<ul style="list-style-type: none"><li>Screen truck drivers for point of origin. Seek to limit or deny entrance if coming from countries in Level 3 or higher</li><li>Apply mandatory measures. Temperature check / PPE</li></ul>	

# Pre-Screening Health Declaration Form

## SCREENING PROCESS FOR ANY PERSON ACCESSING AN APTIV FACILITY



**Health Declaration Form**  
**2019 novel Coronavirus (COVID-19)**

*As part of our Health and safety measures for the prevention of transmissible diseases, we request that you complete this Health Declaration Form.*

*This declaration form will not be considered complete unless all questions are answered and the form has been signed. Based on the information you provide, we may decide to deny you entry to our facility or request that you provide additional information.*

*Before providing the personal information requested and completing the declaration, please read our [Privacy Statement](#) in relation to the protection of the data that you provide. Our Privacy Statement can be found overleaf.*

Today's date	ID
Name	

**a). Do you have the following signs and symptoms of respiratory illness including any of the following (check all that apply)?**

☐ Yes      ☐ Fever (1)      ☐ Cough      ☐ Sore throat      ☐ Shortness of breath

☐ Headache      ☐ Muscle pain      ☐ Joint pain      ☐ None

**b). In the last 21 days did you:**

Spend time in China, Japan, South Korea, Singapore, Italy, Iran, Spain, France, Germany and/or the following states in the United States: Washington, California and New York ?    ☐ Yes    ☐ No

1. If Yes, Date traveled to any of these countries/states \_\_\_\_\_

2. Date traveled from any of these countries/states \_\_\_\_\_

**c). Were you in close contact (2) with a person known to be ill or suspect to be ill for COVID-19 or who travelled to impacted countries/states (i.e. China, Japan, South Korea, Singapore, Italy, Iran, Spain, France, Germany and/or the following states in the United States: Washington, California and New York)?**    ☐ Yes    ☐ No    ☐ Unknown

**I have read the privacy statement and I consent to the collection of my personal data for the purposes described. I declare that all and declare: All answers in this Health Declaration Form are true and correct to the best of my knowledge and belief.**

**I agree to inform Aptiv without delay if any of the statements given herein cease to be true within (2 weeks) of the date of this Health Declaration Form.**

\_\_\_\_\_  
Signature

(1) Fever corresponds to a temperature of 37 °C (98.6 °F) or higher.

(2) Close contact is defined as: being within approximately 6 feet (2 meters), while not wearing recommended PPE (e.g. gloves, surgical or N95 mask).

When printed, this document is uncontrolled unless properly identified as controlled

**Privacy Statement**

**For Countries in the European Union Only**

Aptiv Global Operations Limited ("Aptiv"), as a data controller is committed to protecting the privacy and security of your personal data. Aptiv is Aptiv Global Operations Limited 5 Hanover Quay, Grand Canal Dock Dublin.

We are collecting and processing the data you have provided on this Health Declaration Form to safeguard the health of our employees and other visitors to our facilities. We will use the data provided by you to decide if you should be given access to our facilities and/or to decide on any appropriate measures needed as a result of your presence at the facility.

We will process these data only with your consent, which may be withdrawn at any time. If you wish to withdraw your consent to this processing please contact

The data that you provide will be processed by us and may be shared within our organization. Your data will not be transferred outside of the European Economic Area. Unless required by law, your data will not be shared with any third party individual or organization.

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it: that is to safeguard the health of our employees and other visitors to our facilities in light of risk posed by COVID-19/2019 novel Coronavirus. In some circumstances we may anonymize your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

Under certain circumstances, by law you have the right to:

- Request access to your personal information.
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information.
- Object to processing of your personal information.
- Request the restriction of processing of your personal information.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please submit a request to

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Complaints

You have the right to make a complaint at any time to the relevant data protection supervisory authority.


If you have any questions about this statement, please contact

When printed, this document is uncontrolled unless properly identified as controlled

# Monitor Employee Health And Travel History

REGULAR SURVEY ACROSS ALL SITES



 Employee Health and Wellbeing survey

\* Required

1. Please provide your name \*

2. Please provide your phone number \*

3. Please provide your email address

4. Do you, any of your family members, or others you live with have COVID-19? \*

☐ Yes

☐ No

5. Have you, your family members or others you live with had close contact with some suspected of having/confirmed to have COVID-19? \*

☐ Yes

☐ No

6. Do you have any of the following symptoms? \*

☐ No symptoms

☐ Fever

☐ Cough

☐ Difficult breathing

☐ Flu like symptoms (chills, aches)

7. What cities have you visited in the last 24 hours (leave blank if only hometown)?

8. Consent Approval \*

☐ I hereby authorize Aptiv to collect/verify the information contained in this survey. Aptiv may disclose the information to affiliated Aptiv entities and to judiciary or regulatory authorities as required by law.

Submit



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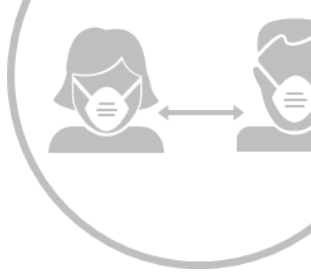
**5** COMMUNICATION /  
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**6** CASE  
RESPONSE

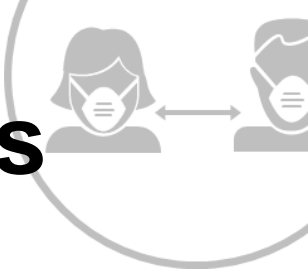


# Social Distancing Protocols



	LEVEL 1 PREPARATORY	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Home Office Policy / Employee Teams	<ul style="list-style-type: none"> <li>Identify home office for feasible positions, positions, based on activity, site conditions and infrastructure availability &amp; at discretion of site leader</li> </ul>	<ul style="list-style-type: none"> <li>Avoid large gatherings, e.g. townhalls at the discretion of the site leader</li> <li>Implement home office for feasible positions, based on activity, site conditions and infrastructure availability and at the discretion of the site leader</li> </ul>	<ul style="list-style-type: none"> <li>Implement home office for feasible positions. Avoid in person meetings in the site</li> <li>Use Skype even for local meetings</li> </ul>	<div> <div></div> <div>Site closed</div> <div></div> </div>
Segregation		<ul style="list-style-type: none"> <li>Create a exposure reduction plan (segregation)</li> </ul>	<ul style="list-style-type: none"> <li>Full employee exposure reduction strategy implemented on the shop floor. Ensure a minimum of 1m (3.3ft) space at all times when PPE is being used or a minimum of 2m (6ft) when no PPE is being worn (i.e. while eating or smoking)</li> </ul>	

# Personal Protective Equipment (PPE) Protocols



	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Personal Protective Equipment	<ul style="list-style-type: none"> <li>• Purchase and make available masks, (at a minimum surgical masks), hand sanitizers and disposable gloves. Procure 25 days of masks.</li> <li>• Mandatory mask for medical and emergency response team, change every 8 hours</li> <li>• Hand Sanitizer, Alcohol base 60%</li> <li>• Disposable examination gloves (only for medical area or response team)</li> <li>• Dispose used masks and gloves as biological waste</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a mask to each employee (at a minimum surgical masks) and replace daily and/or per shift</li> <li>• Mandatory/compulsory to wear masks.</li> <li>• Disposable gloves for the medical area or emergency response team.</li> <li>• Keep a 2m (6ft) distance among employees in cafeteria and smoking area</li> <li>• Dispose used masks and gloves as biological waste.</li> <li>• Change masks daily and/or per shift.</li> </ul>	Site closed
	<ul style="list-style-type: none"> <li>• Dispose used masks and gloves as biological waste</li> </ul>		

Note: If more strict local measures exist, those measures are followed



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EDUCATION / TRAINING



**6** CASE  
RESPONSE



# Disinfection Tasks



Disinfection level	Transmission risk	Tasks
<b>LEVEL 4 SEVERE</b>	Emergency disinfection  Very high	<b>Dedicated one-time disinfection service:</b> <ul style="list-style-type: none"> <li>• Site specific emergency disinfection plan which meets local regulations</li> <li>• Whole site is in the scope by default</li> <li>• In case of business critical activities, customized, site specific emergency response plans in place to secure safety and minimize business disruption (e.g. manufacturing, material distribution)</li> </ul>
<b>LEVEL 3 SERIOUS</b>	Extended preventive disinfection  High	<b>Extended disinfection service:</b> <ul style="list-style-type: none"> <li>• Based on site specific extended preventive disinfection plan</li> <li>• Disinfection of the “common touch” objects defined for LEVEL 3</li> </ul> <b>Optional depending on the supply situation:</b> <ul style="list-style-type: none"> <li>• Disinfecting wipes available for employee self-disinfecting</li> <li>• UV surface purifiers for the papers handling</li> </ul>
<b>LEVEL 2 CAUTIONARY</b>	Preventive disinfection  Medium	<b>Extra cleaning/disinfection service:</b> <ul style="list-style-type: none"> <li>• Increased frequency of cleaning for defined objects to 2 times a day</li> <li>• Disinfection of the “common touch” objects defined for LEVEL 2</li> <li>• Hand washing protocol (posters)</li> </ul> <b>Optional depending on the supply situation:</b> <ul style="list-style-type: none"> <li>• Installing hand sanitizers</li> <li>• Cleaning/disinfection wipes for employee self-cleaning/disinfecting</li> </ul>
<b>LEVEL 1 PREPARATORY</b>	Regular cleaning  Low	Site-specific regular cleaning service/disinfecting

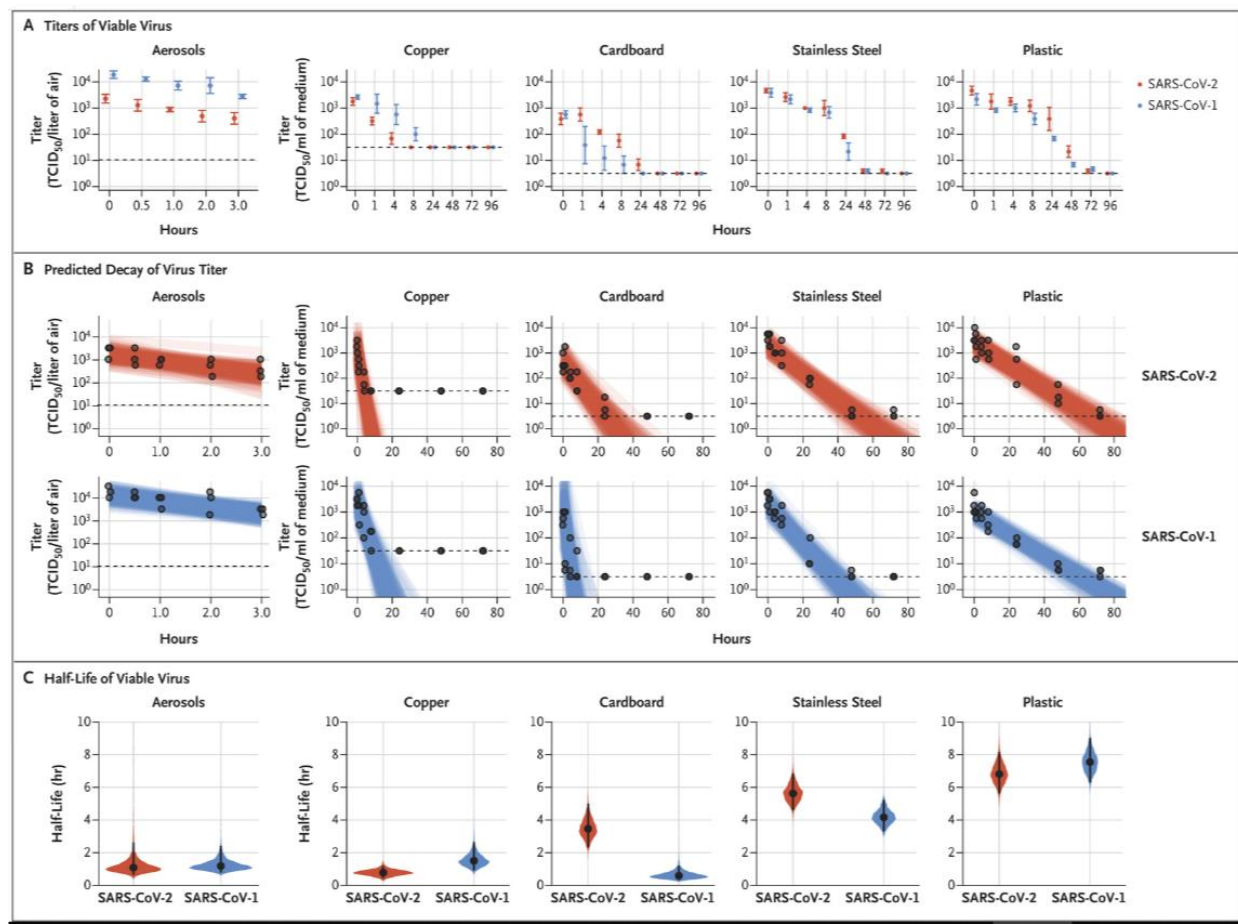
# Sanitization And Food Preparation Protocols



	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Sanitization	<ul style="list-style-type: none"><li>• Clean and disinfect according to sanitation checklist level 2.<ul style="list-style-type: none"><li>– Canteen / cafeteria</li><li>– Site buildings</li><li>– Public and company vehicles</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Clean and disinfect according to sanitations checklist level 3.<ul style="list-style-type: none"><li>– Canteen / cafeteria</li><li>– Site buildings</li><li>– Public and company vehicles</li></ul></li></ul>	<div><div></div><div>Site Closed</div><div></div></div>
Food preparation	<ul style="list-style-type: none"><li>• Eliminate raw foods and ensure all food is fully cooked, fully cook meat products, ensure quality of drinking water (daily)</li><li>• Strengthen health surveillance on all cafeteria workers (daily)</li><li>• Strengthen hygiene inspection. (daily)</li><li>• Anyone preparing food wears a mask, wash his / her hands every hour or at activity change, and uses disposable gloves (food grade)</li></ul>		

# Cleaning Frequency

BASED ON LATEST RESEARCH ON HOW VIRUS SURVIVES ON SURFACES



Recent study<sup>1</sup> in *New England Journal of Medicine* showed:

- Steel: **up to 72 hours**
- Cardboard: **up to 24 hours**
- Copper: **~4 hours**
- Plastic: **up to 72 hours**

1. *New England Journal of Medicine*, "Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1" (March 17, 2020)



# Level 2 Sanitation Checklist (1/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
1. Housekeeping is appointed at a site				
2. Real Estate/Facility Management local agent is identified to support preparedness and implementation of extended preventive disinfection				
3. If significant activities are conducted in industrial park or shared office building, the extended disinfection procedure is aligned with landlord and other tenants				
4. Site-specific extended disinfection plan is defined				
5. National regulations for disinfection activities are identified and the extended disinfection plan comply with national regulations, if applicable				
6. Following areas and minimum frequencies are included in extended CLEANING plan:				
- Canteens: before any meal break				
- Meeting rooms (tables, chairs, screens): Once per day				
- Office desk and chair handles: Once per day				
- Workstations: Once per day				
- Phone booths: Once per day				
- Corridors: Once per day				
- Stairs: Once per day				
- Open office area: Once a day				
- Coffee corners/pantry rooms/ coffee machine surfaces: Twice per day				
- Lifts, floor, control panel and handrails: Twice per day				
- Receptions/entrances : Twice a day				
- Pantry desktop: Twice a day				
- Toilets : Twice a day				
- Changing rooms : Twice a day				
- Recreation areas : Twice a day				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 2 Sanitation Checklist (2/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
7. Following objects are included in extended DISINFECTION plan:				
- Door handles/doorknobs: twice per day				
- Hand rails: twice per day				
- Control panels (lifts, equipment in manufacturing and warehouse, coffee machines): twice per day				
- Taps and flushing buttons in toilet: twice per day				
- Coffee corners/pantry rooms/ coffee machine surfaces: twice a day				
8. Disinfection service provider implemented, with instructions that include:				
- Indication of safety risks and necessary Personal Protective Equipment for own personnel, in line with Safety Data Sheets (SDS)				
- Cordoning off area under disinfection				
- Cleaning with warm soapy water and drying before disinfecting				
- Disinfectant type and method of application				
- Proper storage of disinfectants, in accordance with manufacturer's specification				
- Disposal of cleaning material and Personal Protective Equipment				
9. Disinfectants used contain 75% of ethanol or other equivalent disinfectants				
10. Safety Data Sheets (SDS) for disinfectants must be readily available for emergency response.				
11. UV surface purifiers considered for surfaces that can't be cleaned with fluid disinfectant				
12. Disinfection service provider trained disinfecting personnel (training records are signed for understanding of instructions provided)				
13. Disinfectant wipes available for employees (for laptops, smart phones, keyboards, lockers, phone boot surfaces, etc.)				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 2 Sanitation Checklist (3/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
14. Machine operators instructed to disinfect equipment control panels:				
- At the beginning of the shift				
- Every two hours				
15. HVAC (Heating, Ventilation, Air Conditioning) system:				
- HEPA filters preferred (if HVAC design doesn't allow HEPA, the best possible filtration factor is applied), exchange every 3 months				
- Grilles disinfected 1 time a month				
- regular cleaning procedure for HVAC is adhered to, in line with manufacturer instructions				
16. Disposal of used Personal Protective Equipment categorized as biohazard waste				
17. Disinfection service provider collects and disposes biohazard waste in line with governmental regulations				
18. Records of extended disinfection are kept				
19. Disinfection service provider signed site specific extended disinfection plan as understood and acknowledged for execution.				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 3 Sanitation Checklist (1/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
1. Local Response Team (LRT) is appointed at a site				
2. Real Estate/Facility Management local agent is identified to support preparedness and implementation of extended preventive disinfection				
3. If significant activities are conducted in industrial park or shared office building, the extended disinfection procedure is aligned with landlord and other tenants				
4. Site-specific extended disinfection plan is defined				
5. National regulations for disinfection activities are identified and the extended disinfection plan comply with national regulations, if applicable				
6. Following areas and minimum frequencies are included in extended DISINFECTION plan:				
- Receptions/entrances : Once a day				
- Changing rooms: Twice a day				
- Lifts, control panel, and handrails: Every 3 hours				
- Lifts, floor: Once a day				
- Corridors: Once a day				
- Stairs: Once a day				
- Open office area: Once a day				
- Offices: Once a day				
- Phone booths: Twice a day				
- Meeting rooms: Twice a day				
- Workstations: Once a day				
- Coffee corners / pantry rooms: Every 4 hours				
- Canteens: Before any meal break and every 4 hours				
- Recreation areas: Twice a day				
- Toilets: Every 2 hours				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately



# Level 3 Sanitation Checklist (2/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
7. Following objects are included in extended DISINFECTION plan:				
- Door handles/doorknobs				
- Hand rails				
- Control panels (lifts, equipment in manufacturing and warehouse, coffee machines)				
- Wall light switches				
- Taps				
- Flushing buttons				
- Desktops				
- Chairs				
- Tables				
- Lockers				
- Countertops				
- Floors				
8. Disinfection service provider implemented disinfection instructions that include:				
- Indication of safety risks and necessary Personal Protective Equipment for own personnel, in line with Safety Data Sheets (SDS)				
- Cordoning off area being under disinfection				
- Cleaning with warm soapy water and drying before disinfecting				
- Disinfectant type and method of application				
- Proper storage of disinfectants, in accordance with manufacturer's specification				
- Disposal of cleaning material and Personal Protective Equipment				
9. Disinfectants used contain 75% of ethanol or other equivalent disinfectants				
10. Safety Data Sheets (SDS) for disinfectants must be readily available for emergency response				
11. UV surface purifiers considered for surfaces that can't be cleaned with fluid disinfectant				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 3 Sanitation Checklist (3/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
12. Disinfection service provider trained disinfecting personnel. The training records are signed for understanding of instructions provided				
13. Disinfectant wipes available for employees				
14. Machine operators instructed to disinfect equipment control panels:				
- At the beginning of the shift				
- Every two hours				
15. HVAC (Heating, Ventilation, Air Conditioning) system:				
- HEPA filters preferred, if HVAC design doesn't allow HEPA, the best possible filtration factor is applied, exchange every 3 months				
- Grilles disinfected 1 time a month				
- Regular cleaning procedure for HVAC is adhered to, in line with manufacturer instructions				
16. Disposal of used Personal Protective Equipment categorized as biohazard waste				
17. Disinfection service provider collects and disposes biohazard waste in line with governmental regulations				
18. Records of extended disinfection are kept				
19. Disinfection service provider signed site specific extended disinfection plan as understood and acknowledged for execution				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 4 Sanitation Checklist (1/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
1. Pandemic/epidemic response is addressed in Site Business Continuity Plan				
2. Local Response Team (LRT) is appointed at a site				
3. Site-specific emergency response plan is defined				
4. Site-specific emergency response plan includes, but not limited to:				
- Local Response Team members roles and responsibilities				
- Evacuation procedure				
- Notification and communication process within Signify and with local authorities				
- Close contact screening process				
- Emergency disinfection procedure				
- Securing continuity of business critical operations				
- Rules for re-opening the site, following governmental approval procedure, if applicable				
5. Emergency procedures potentially imposed by local authorities for COVID-19 are known				
6. Site-specific emergency response plan is in line with local regulations				
7. Local authorities and contact persons for notification and communication are identified				
8. In case of industrial park or multi-tenants buildings Signify emergency response plan is aligned with landlord and other tenants				
9. Contact persons in Regional CPT (Coronavirus People Team) and Global CPT (Coronavirus People Team) are identified				
10. Contact persons at landlord and other tenants for notification are identified				
11. Evacuation procedure includes immediate shut off HVAC system, if feasible				
12. Evacuation drill was recently conducted				
13. Local Response Team was trained how to conduct close contact screening protocol. Including follow up actions				
14. Local Response Team member is assigned responsible for site preparedness to immediate start up of emergency disinfection procedure				
15. The emergency disinfection will be conducted by specialized third party company. The potential company is identified and qualified				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately

# Level 4 Sanitation Checklist (2/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
16. The emergency disinfection procedure must include all areas such as, but not limited to:				
- Gate/reception				
- Cafeterias/canteens, coffee corners, pantry rooms, recreation areas				
- Changing rooms				
- Toilets				
- Corridors				
- Stairs				
- Lifts				
- Offices				
- Workstations				
- Meeting rooms				
- HVAC systems				
17. The emergency disinfection procedure must include following objects, but not limited to:				
- Door handles/doorknobs				
- Floors				
- Railings				
- Common touch control panels (lifts, coffee machines, etc..)				
- Operation panels of production machines				
- Lockers				
- Desktops, tables				
- Countertops				
- Chairs				
- Individual uniforms and Personal Protective Equipment				
- Keyboards, stationary phones, remote controllers				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately



# Level 4 Sanitation Checklist (2/3)



Element	Internal Ownership	Responsible	Delivering Service	Status
18. Specialized disinfection service company is able to define disinfection tasks, its sequence and to secure safety of own personnel involved in tasks execution				
19. Specialized disinfection service company defined type of disinfectants to be used and confirms the disinfectants are reliable to inactivate COVID-19 virus. See yellow section below				
20. Specialized disinfection service company ensures storage and handling of disinfecting substances in accordance with the manufacturer's specification to avoid fire or chemical hazards				
21. Use of UV for disinfecting sensitive workplaces is considered. The UV equipment manufacturer's guidelines are strictly adhered to				
22. Disinfecting personnel is adequately trained. Record of the training was verified				
23. Specialized disinfection service company ensures own supervision been present on site all time during the emergency disinfection process				
24. Used cleaning equipment and Personal Protective Equipment is considered as biohazard. Collection and disposal is organized in line with governmental regulations				
25. Specialized disinfection service company will provide report from emergency disinfection. Report will be controlled and kept on site				

*Note: the checklist addresses minimum requirements. Housekeeping must align extended disinfection procedure to local circumstances (multi-building sites, industrial park, buildings shared with other tenants).*

<b>Task Assigned</b>	Internal owner assigned the task to the responsible person. The person/party delivering service is identified
<b>When Ready</b>	Responsible person indicated the deadline for meeting the requirement
<b>Ready</b>	The requirement is completed. Site is ready to execute immediately




# Level 4 Disinfection

REQUIRES USE OF IDENTIFIED PPE AS MINIMUM MANDATORY REQUIREMENT

## BODY PROTECTION

- 1 
  - Coated Tyvek or Tychem hooded suit (or equivalent) with taped or bonded seams.
  - Suits with boot socks can be ordered if necessary due to inventory considerations.
  - Various suppliers of hooded suits are acceptable. Suit brand may vary based on available inventory
- 2  Chemical booties for covering boots
- 3  Use Duct Tape for Wrists and Ankles
- 4  Hand Protection - Double Layered Nitrile Gloves or Rubber Over Glove & Inner Nitrile

## EYE, FACE, AND RESPIRATORY PROTECTION

- 1  Full Face APR (Air Purifying Respirator)
- 2 
  - a  P-100
  - b  GME P-100 (Multi Gas)

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**6** CASE  
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# Communication And Training Protocols

	LEVEL 1 PREPARATORY	LEVEL 2 CAUTIONARY	LEVEL 3 SERIOUS	LEVEL 4 SEVERE
Communication		<ul style="list-style-type: none"><li>• Emergency Response Team meets daily</li><li>• Communicate outbreak status and the actions taken</li><li>• Reinforce personal hygiene and preventive measures (posters and videos)</li><li>• Offer flu-shots on-site to reduce the number of people with symptoms</li><li>• Communicate with contractors and suppliers the actions in place at the current risk level (i.e. masks, temperature checks, and health declaration)</li><li>• Implement home office for feasible positions</li><li>• Avoid in person meetings in the site, Use Skype even for local meetings</li></ul>		<div>↑</div> <div>Site closed</div> <div>↓</div>
Training	<ul style="list-style-type: none"><li>• Prepare the possible training on transmissible disease and prevention for:<ul style="list-style-type: none"><li>– Incident Management Team or equivalent</li><li>– Security guards</li><li>– Supervisors</li><li>– EHS committee</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Detailed training and Q&amp;A sessions on SAFE protocols with all sites with Plant Managers, EHS Leaders and Regional Operations leaders<ul style="list-style-type: none"><li>– Regional Operations leaders accountable to review with Plant Manager if sites are satisfying the required standard against the protocol before they approve restart</li></ul></li><li>• Conduct training (including on temperature checks) for all personnel involved in the surveillance control program, including:<ul style="list-style-type: none"><li>– Emergency Response Team</li><li>– Security guards</li><li>– Supervisors</li><li>– EHS committee</li></ul></li></ul>		



# Key Communications Actions Taken At Each Site



- ✓ COVID Site Team is established (e.g. site lead and representative from each business unit and function)
- ✓ WhatsApp or SMS group list for COVID Site Team is created
- ✓ Emergency phone tree for site critical situations is developed
- ✓ Group distribution list for each site, and assignment of owners and permissions to use and send emails are developed:
  - All salaried employees
  - All contract employees
  - All service providers that support the facility/campus
- ✓ Key organizations outside of supplier base are contacted as and when required:
  - Government agencies
  - Emergency/local contact information (e.g., the nearest medical facility)
  - Health service organizations in each (country, state, and city levels)
- ✓ Local HR proactively liaises with employee representatives to explain proactive measures the site is taking

# Training Materials Provided To Each Site (1/3)



## OVERVIEW ON CORONAVIRUS AND ITS TRANSMISSION

### What is 2019 Novel Coronavirus?

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

A novel coronavirus (nCoV) is a new strain that has not been previously identified. The COVID-2019\* is a new strain of coronavirus.

Source: <https://www.who.int/health-topics/coronavirus>

### Transmission - How COVID-2019 spreads?

Coronaviruses are a large family of viruses that are common in many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people.

When person-to-person spread has occurred with MERS and SARS, it is thought to have happened **mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread.** Spread of other similar viruses between people has generally occurred between close contacts.

Close contact is defined as 2m (6ft) or less without a mask.



# Training Materials Provided To Each Site (2/3)



## KEY PREVENTATIVE MEASURES / ACTIONS

### Prevention

**Everyday preventive actions** to help prevent the spread of respiratory viruses, including:

- **Wash your hands often with soap and water for at least 20 seconds.** If soap and water are not available, use an alcohol-based hand sanitizer.
- **When coughing and sneezing cover mouth and nose with flexed elbow or tissue** – throw tissue away immediately and wash hands;
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Avoid close contact\*** with anyone who has fever and cough.

\* Close contact is defined as: being within approximately 6 feet (2 meters), while not wearing recommended PPE (e.g. gloves, surgical or N95 mask).

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### Prevention

There is currently no vaccine to prevent COVID-2019 infection.

**The best way to prevent infection is to avoid being exposed to this virus.**

If you are experiencing any cold or flu-like symptoms such as a cough, runny nose, headache or fever please seek medical help, inform your manager, and work from home. If it will not be feasible to work from home, please discuss with your manager.



STAY HOME



SLEEP



STAY HYDRATED



DISINFECT



AVOID CONTACTS

# Training materials provided to each site (2/3)

DETECTION (SYMPTOMS, TEMPERATURE CHECK, ETC.)



## Detection

- If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider.
- All visitors, 3<sup>rd</sup> Party Contractors and Suppliers must be monitored previous access to the building, and **refuse entry when symptoms are detected.**
- Fill out the **Health Declaration Form** is part of entrance registration. It is required, previous access to the building.

## Detection

TEMPERATURE CHECK

- Before taking a temperature, ensure the forehead is free of perspirations and that hair has been moved aside.
- With the thermometer about 5 - 8 cm (2 - 3 inches), or about 3 fingers width away from the forehead, press the SCAN button. The temperature is displayed instantly.



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**6** CASE  
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# Summary

## CRITERIA TO EVALUATE EMPLOYEES AND TAKE APPROPRIATE ACTION



### SYMPTOMS & RISKS

Fever\* and symptoms of respiratory illness (e.g., cough, difficulty breathing)

and

In the **last 21 days** before symptoms appeared, a history of travel to high risk areas

or

**In the last 21 days** before symptoms appeared, close contact \*\* with a person who has been diagnosed with COVID-19, presents symptoms or has been to a high risk area.

### ACTIONS

Upon detecting personnel with signs and symptoms, the supervisor or manager will contact site Doctor/Nurse or send personnel to external medical facilities.

**Quarantine at home for 14 days** employees that present symptoms, have been in close contact\*\* with someone with symptoms or have been to a high risk area.

\* Fever may not be present in some patients.

\*\* Close contact is defined as: being within approximately 6 feet (2 meters), while not wearing recommended PPE (e.g. gloves, surgical or N95 mask)

# COVID-19 Suspicious Case: First Interview

ALL INFORMATION COLLECTED AND MANAGED IN ACCORDANCE TO EUROPE'S GDPR<sup>1</sup>



General Information	Suspicious case analysis	Close contacts outside	Close contacts inside
<ul style="list-style-type: none"><li>• Name</li><li>• Shift</li><li>• Age</li><li>• Area / Specific workplace</li><li>• Position (Function)</li><li>• Supervisor</li><li>• Contractual agreement (Supplier / Contingent worker; Salary / Hourly)</li><li>• Transportation (company bus, private car, car sharing, public transportation)</li><li>• Family conditions (Leaving alone? With parents? With spouse? With friends? With colleagues from the plant?)</li><li>• Address (in the same city where the site is, close to the site)</li></ul>	<ul style="list-style-type: none"><li>• Symptoms description.</li><li>• Fever above 37°C.</li><li>• When the symptoms started.</li><li>• Already assisted by any medical professional in the previous hours or days.</li><li>• If the doctor or nurse are present at the site, request to evaluate the person at the isolation area.</li></ul>	<ul style="list-style-type: none"><li>• Any personal recent travel from any of the affected areas by COVID-19 in the last 21 days.</li><li>• Any familiar or friend returning from the affected areas in the last 21 days.</li><li>• Any contact with a person who is infected or suspicious to be infected by COVID-19.</li></ul>	<ul style="list-style-type: none"><li>• Area where the person works – who was less than 2m with that person in the working place upon the symptoms commencement.</li><li>• With which group this employee has the breaks.</li><li>• Areas visited during the period inside the plant (i.e. cafeteria, offices, meeting rooms, training center...).</li><li>• Identify everyone who was in close contact and create a list of names (if feasible, check also by CCTV where the person was circulating).</li></ul>

1. General Data Protection Regulation

# COVID-19 Suspicious Case: Initial Steps

ALL INTERNAL AND EXTERNAL COMMUNICATION MUST BE COORDINATED WITH RESPIRATORY THERAPISTS



## Immediate actions

- Keep the person in the site's isolation area.
- Ask for local medical assistance, if possible.
- Start calling the national assistance line for COVID-19 for further steps acknowledgement.
- Proceed with this interview.
- In case the national line takes too many hours, ask the person to go home and continue to try establishing this critical contact from there.
- Contact the Regional Response Team to report the situation and request further guidance.
- Upon detecting personnel with signs and symptoms, the supervisor or manager will contact site Doctor/Nurse or send personnel to external medical facilities.
- Quarantine at home for 14 days employees that present symptoms



## Follow up measures

- Call the affected person every day.
- Be informed of the progress related with their clinic situation.
- As soon as known if the case is confirmed or not, define next measures.
- In confirmed cases, establish the close contacts group that must start quarantine. Keep information about the health status of the employee.
- In non-confirmed cases, continue to track the evolution and the re-entry protocol has to be followed when the employee is considered recovered by the doctors.
- Maintain the Regional Response Team informed.

# We're All in This Together

It is in Aptiv's DNA to manage change proactively, innovate through disruption, and be resilient in the face of challenge. We will continue to monitor this very fluid situation and take meaningful actions in partnership with our key stakeholders, in every region, to protect and deliver for our employees, customers, and shareholders.

Together, we will come out stronger than ever on the other side.

# ONE TEAM

• **APTIV** •